

面试口语

常见问题妙答 COMMON QUESTIONS AND ANSWERS

UNIT 1 见面寒暄 GREETINGS

UNIT 2 姓名和年龄 NAME AND AGE

UNIT 3 地址和籍贯 ADDRESS AND NATIVE PLACE

UNIT 4 家庭状况 STATUS OF THE FAMILY

UNIT 5 毕业院校和专业 EDUCATIONAL BACKGROUND AND MAJOR

UNIT 6 科目及成绩 SUBJECTS AND SCORES

UNIT 7 外语水平 LANGUAGE SKILLS

UNIT 8 在校表现 CONDUCT IN SCHOOL

UNIT 9 工作经验 WORK EXPERIENCE

UNIT 10 业余工作 PART-TIME JOBS

UNIT 11 工作业绩 ACHIEVEMENTS IN WORK

UNIT 12 技能及资格 SKILLS AND TECHNICAL QUALIFICATION

UNIT 13 人品与性格 PERSONALITY AND CHARACTER

UNIT 14 兴趣与爱好 INTERESTS AND HOBBIES

UNIT 15 工作要求 REQUIREMENT OF THE POSITION

UNIT 16 工作目标 WORKING TARGET

UNIT 17 离职原因 REASONS FOR LEAVING THE PREVIOUS POSITION

UNIT 18 求职原因 REASONS FOR APPLICATION

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UNIT 19 薪资待遇 ABOUT THE SALARY

UNIT 20 假期与福利 VACATION AND BENEFIT

UNIT 21 谢绝职务 REFUSING THE POST

UNIT 22 应聘成功 BEING HIRED

UNIT 23 面试结束 AT THE END OF THE INTERVIEW

UNIT 24 询问结果 INQUIRING THE RESULT

CHAPTER 2 直击面试现场 SITUATIONAL CONVERSATIONS

UNIT 1 秘书文职人员 IN THE FIELD OF SECRETARIAL WORKS

UNIT 2 经营管理人员 IN THE FIELD OF MANAGEMENT

UNIT 3 宾馆餐饮服务人员 IN THE FIELD OF AND RESTAURANT

UNIT 4 导游 IN THE FIELD OF TOURING

UNIT 5 媒体从业者 IN THE FIELD OF MEDIA

UNIT 6 医护人员 IN THE FIELD OF HOSPITAL

UNIT 7 运输服务人员 IN THE FIELD OF TRANSPORTATION

UNIT 8 工程技术人员 IN THE FIELD OF ENGINEERING AND
TECHNOLOGY

UNIT 9 金融财会人员 IN THE FIELD OF BANKING AND ACCOUNTING

UNIT 10 营销企划人员 IN THE FIELD OF MARKETING

UNIT 11 外贸业务人员 IN THE FIELD OF FOREIGN TRADE

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UNIT 12 信息技术人员 IN THE FIELD OF IT

UNIT 13 教育培训人员 IN THE FIELD OF EDUCATION AND TRAINING